

## 39. Appendix B Entering Information in Scrolling Text Boxes

Many of the larger scrolling text boxes in the Metrics application permit you to enter information in two ways: directly and indirectly. These methods are explained below.

- Direct Method: Put the cursor in the text box, and then start typing your information. You can place the cursor in the box:
  - ⇒ By using your mouse to move the cursor into the box and clicking the left mouse button or
  - ⇒ By pressing the Tab key enough times so that the cursor moves into the box (the text box becomes the focus).
- Indirect Method: Type your information in Word, and then copy and paste the information into the text box.

### Advantages/Disadvantages

Each method has an advantage and a disadvantage. One method's advantage is the other's disadvantage. The advantage of the direct method is that it allows you to enter your information without leaving the Metrics application. Its disadvantage is that the Metrics application has no way to check your spelling or your grammar.

Conversely, the advantage of the indirect method is that when you type something in Word, you can check what you type for spelling and for grammar. The disadvantage is that you must use both the Metrics application and Word which means navigating between them. So it takes a little more time, but if grammar and spelling are important to you (or a problem for you), it may be time well spent.

### Cut and Paste Procedure

1. Open Word.
2. Type your information in Word.
3. Run Word's spelling checker and/or grammar checker.
4. Edit your text to your satisfaction.
5. Select the text you want to copy from Word to a Metrics text box as follows:
  - If you want to copy everything from Word to Metrics, press Ctrl and A on your keyboard at the same time; or
  - If you want to copy only a portion of the text from Word to Metrics, position the cursor at the beginning of the text you want to copy. Then, hold down your Shift key and use the mouse to position the cursor at the end of the text you want to copy. Finally, while continuing to press Shift, click the left mouse button to mark the end of the text. Release the shift key.
6. With your selected text highlighted, press Ctrl and C on your keyboard at the same time. (This copies your text to the Windows clipboard.)

7. Go to the Metrics application.
8. Place the cursor in the destination text box by clicking in the box or by tabbing to the box.
9. With the cursor in the Metrics text box to want to copy your selected text to, press Ctrl and V on your keyboard at the same time. (This pastes your text from the Windows clipboard to the Metrics text box.)

*Notes: You can use a variation of this procedure to copy and paste information from one Metrics text box to another Metrics text box. First, select the information you want to copy. Next, press Ctrl and C at the same time. Then place the cursor in your destination text box. Finally, press Ctrl and V at the same time to paste the text in the box.*